

***Writing* UPWARD Book Editing Checklist**

1. General cleanup

1. Save As and rename file.
2. Search and replace:
 - two spaces → one space
 - quote → curly quote
 - apostrophe → curly apostrophe
 - ellipses
 - en dash → em dash (as appropriate)
 - double hyphen → en dash or em dash (as appropriate)
 - spaces around ens, ems, and slashes → no spaces
 - e.g. and i.e. → e.g., and i.e.,

2. Copyedit

1. Turn on Track Changes, set view to Simple Markup
2. Run spellcheck
3. Make your first copyediting pass
 1. Fix spelling, grammar, and punctuation
 2. Ensure consistent style (e.g., capitalization, hyphenation, and numbers)
 3. Begin an individualized style sheet for this project
 4. Ensure correct syntax and usage
 5. Query inconsistencies, factual errors, gaps in logic, and organizational problems
 6. Query story arc problems, plot holes, and characterization issues.
 7. Query sexist/biased language and inappropriate tone
 8. Query weak or incorrect word choices
 9. Enhance readability by reducing jargon, breaking up overly long sentences or paragraphs, and adding heads/subheads (nonfiction)
 10. Enhance clarity by rewording awkward, convoluted, confusing, or imprecise text

11. Enhance conciseness by reducing wordiness and redundancy and eliminating overuse of passive voice
12. Flag repeated words or phrases
13. Query historically inaccurate words and phrases, when applicable
4. Reconcile acronyms
 - Spell out acronyms at first reference
 - Delete acronyms used only once
 - Create an acronym list or add missing acronyms to an existing list
5. Record any queries using Comments
6. Make a second quick pass, looking for errors that were missed or accidentally introduced in your first pass [Additional cost for book-length manuscripts]
7. Review your comments; remove or resolve any you can

3. Run a horizontal quality check

Skip from one similar section to another, looking for consistency across the document.

1. Check front and back matter
 - Are volume numbers and names correct?
 - Do they match what's in the header and footer?
 - Confirm URLs, phone numbers, email addresses, etc.
 - Confirm with author that all desired pages are in place
2. Check all cross-references
 - Are references to other sections, volumes, attachments, or appendices correct?
3. Check exhibits
 - Are captions correctly capitalized and punctuated?
 - Is numbering correct and consecutive?
 - Does each exhibit have a callout, correctly numbered?
4. Examine bulleted lists. Does each have:
 - Correct end punctuation for the introductory sentence?
 - Correct punctuation for each bulleted item?
 - Items worded in a parallel manner?
5. Fix the table of contents

- Are all entries correct?
 - Are all page numbers correct?
6. Ensure correct, consistent formatting across
 - Headers and footers
 - Page numbering and section numbering
 - Font type and size
 - Use of italics and boldface
 - Margins, leading, and justification of text
 7. If there's a bibliography, check
 - Consistency of reference list with given style
 - Consistency of in-text citations with given style
 - Agreement between citations and reference list

4. Finish

1. Turn off Track Changes
2. Run a final replace of two spaces → one space
3. Run a final spellcheck
4. Do a final Save, and you're done!